

EDITED TASK LISTING

CLASS: Labor Relations Manager I

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Plans, organizes and directs the work activities (e.g. meet and confer sessions, grievance investigation, arbitration and unfair labor practice research, status reports, development of responses to department management inquiries on various labor relations issues, etc.) of staff to provide quality services, achieve operational efficiency and mitigate potential risks to the department utilizing effective skills/tools (e.g. communication project management work load tracking/monitoring staff development, etc.) on a daily basis.
2.	Reviews and approves grievance responses to ensure compliance with various laws, rules, applicable contract provisions, procedures, etc. on a daily basis.
3.	Develops training programs for departmental management, supervisory and confidential employees on labor relations policies and issues to provide consistency in the application of negotiated contract provisions and labor relation policy utilizing various resources (e.g. laws, rules, Memorandum of Understanding (MOU), policies, procedures, approved instructional systems design methods, etc.) as needed.
4.	Provides training services to Departmental managers, supervisors and confidential employees, to provide consistency in the application of negotiated contract provisions and labor relation policy utilizing various resources (e.g. laws, rules, Memorandum of Understanding (MOU), policies, procedures, approved instructional systems design methods, etc.) as needed.
5.	Serves as a liaison between the department and other agencies, (e.g. Department of Personnel Administration, U.S. Department of Labor, Public Employee Relations Board, etc.) to resolve or address problems/issues and provide consultation and technical guidance utilizing various resources/skills (e.g. communication/interpersonal skills, tact, diplomacy, professionalism, expertise, etc.) as needed.
6.	Serves as Chief Negotiator (with broad authority to commit the department) in delegated meet and confer sessions, to represent the interest of the department utilizing interpersonal skills, knowledge, professionalism, etc. as needed and/or upon request.
7.	Develops management position and strategies (e.g. concepts, priority lists, draft/final bargaining proposals/counter proposals, cost estimates, etc.) to provide recommendations and obtain management approval utilizing various resources (e.g. grievance trends, bargaining history, management surveys, etc.) as needed.
8.	Assists in the development, in concert with DPA legal office, regarding unfair labor practices, arbitration and court hearings, etc. to provide an effective defense on the behalf of the department utilizing various resources (e.g. past practice, bargaining history, prior arbitration decisions, relevant evidence for submission as exhibits, etc.) as needed.

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9.	Represents the department at formal or informal settings (e.g. negotiations/delegated and statewide, hearings, committees, meetings with unions or employee organizations, etc.) to obtain information and or represent the interest of the department utilizing interpersonal skills, knowledge, professionalism, etc. as needed and/or upon request.
10.	Advises management on the interpretation and application of the provisions of labor agreements to provide information and ensure compliance utilizing various resources (e.g. bargaining history, laws, rules, MOUs, arbitration decisions, past practice, etc.) as needed and/or upon request.
11.	Participates in task force/studies on labor relations and related matters to provide knowledge and expertise and ensure compliance with various laws, rules, MOUs, policies, procedures, etc. as needed and/or upon request.
12.	Review and analyze manuals, policies, regulatory requirements, proposed legislation, etc. to determine impact on departmental operations/programs, staff, etc., utilizing various resources (MOUs, precedential decisions, legislative analyses, etc.) as required.
13.	Provides direction to others (e.g. ERO, IPO, Personnel Operations staff, etc.) to provide appropriate contract administration utilizing various resources (e.g. laws, rules, MOUs, policies, procedures, etc.) as needed.
14.	Provides direction to others in the development and presentation of management's positions and strategies of contract negotiations, meet and confer sessions, mediations, arbitration and unfair labor practice hearings and other third party (neutral) hearings to protect the department's interest utilizing various resources (e.g. communication/interpersonal skills, knowledge, professionalism, etc.) as needed.
15.	Provides direction to others in the preparation of employee work stoppage contingency/mutual aid plans for each institution, parole region and central office, to ensure compliance with various laws, rules, policies, procedures, etc. and continuance of departmental operations in the event of a work stoppage/job action.
16.	Manages the Department's employee grievance process to meet contract obligations or laws, rules, etc. as needed.
17.	Manage the Department's involvement and roles in third party dispute resolution forums that include but are not limited to grievance arbitrations, PERB hearings, court litigation on labor/union pleadings, mediations, and other administrative hearings to protect the department's interest utilizing various resources (e.g. communication/interpersonal skills, knowledge, professionalism, etc.) as needed.
18.	Evaluate and provide feedback to staff to aid in their professional development to ensure performance objective/standards are met utilizing various management tools (e.g. monitoring work assignments/behaviors, performance evaluations, communication, training, etc.) on an on-going basis.

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19.	Initiates and/or participates in the Progressive Discipline process to correct/improve employee performance/behavior or address issues of substandard performance by utilizing various resources (e.g. training, state and federal laws, rules, regulations, policies, procedures, etc.) on a daily basis.
20.	Facilitates the hiring process by conducting interviews, evaluating and recommending candidates for appointment utilizing various methods of filling vacancies (e.g. certification lists, transfers, training and development assignments, reinstatements, etc.) as needed and/or directed by management, in accordance with various laws, rules, regulations, etc.
21.	Participates in the development and review of Budget Concept Statements and Budget Change Proposals to obtain approval and secure funding for necessary equipment, staffing, services, etc. utilizing various resources (e.g. workload tracking data, legal mandates, collective bargaining contracts, etc.) as needed.